

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Atlanta, GA		<b>2. POSITION NUMBER</b> (b) (6)	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position <i>JFS GS-400 9/08; JFS GS-800 11/08; JFS 1300 12/97</i>					
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>	<i>ENV Engineer</i>	<i>GS</i>	<i>819</i>	<i>14</i>	<i>001</i>
<b>4. Supervisor's Recommendation</b>	Environmental Engineer	GS	0819	14	
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>		<b>6. NAME OF EMPLOYEE</b> (b) (6)			
<b>7. ORGANIZATION (Give complete organizational breakdown)</b>		e. NPDES Permitting and Enforcement Branch			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 4		g.			
c. Water Protection Division		h. Employing Office Location Atlanta, GA			
d. Immediate Office		i. Organization Code TDA00000			
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b>			<b>d. Typed Name and Title of Second-Level Supervisor</b>		
(b) (6)			(b) (6)		
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b>					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b>		<b>c. Financial Disclosure Form</b>		<b>d. "Identical, Additional" (IA) Allocation</b> This position	
<input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
				<b>e. FLSA Determination</b>	
				<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	
<b>f. Functional Classification Code</b>					
91					
<b>g. Bargaining Unit Code</b>		<b>h. Check, if applicable:</b>			<b>i. Classifier's Signature</b>
1050		<input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (135% of time) <input type="checkbox"/> This position is subject to random drug testing ( )			<i>Ken' Cum</i> 7/30/14
<b>11. REMARKS</b>					
<i>* Antedisciplinary 1311/819/401</i> <div style="text-align: center; margin-top: 10px;"><i>WM -14-100</i></div>					

## **ENVIRONMENTAL ENGINEER**

### **GS-0819-14**

#### **INTRODUCTION**

The position is located in the US Environmental Protection Agency, Region 4, Water Protection Division, NPDES Permitting and Enforcement Branch, Atlanta, Georgia. The incumbent serves as the Senior Technical Advisor to the Branch Chief on programmatic goals, objectives, functions, and issues related to the review and issuance of National Pollutant Discharge Elimination System (NPDES) permits and compliance and enforcement of NPDES-related sections of the Clean Water Act. The purpose of the position is to provide senior technical expertise and leadership in the area of NPDES permitting, compliance and enforcement; evaluate and make recommendations regarding the effectiveness of the branch's programs, and represent the branch and Agency in a number of ways, both internally and externally, by serving as a technical expert and Regional liaison with a variety of functional area organizations, regional personnel, other federal, state, local agencies, tribes, industry representatives, and concerned public citizens on the technical aspects of EPA laws and regulations as related to the Branch program areas of NPDES permitting, compliance and enforcement.

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#### **MAJOR DUTIES AND RESPONSIBILITIES**

##### **DUTY 1:**

**25%**

**Leadership** – The incumbent is responsible for the technical management of various ad hoc and/or semi-permanent workgroups. Provide oversight in the planning, direction and coordination of all workgroup functions. Formulate and develop work plans in conjunction with management officials within the Division. Represent workgroup findings and recommendations to other staff and/or program officials. Anticipate needs, requirements, problems, developments, and trends so that new programs can be planned and integrated in regional programs. Represent needs and problems of the workgroup to the Branch Chief or Director, as necessary.

Manage and direct multi-disciplinary workgroups usually comprised of highly skilled professional, technical, and administrative employees. Manage assignments to employees and review work. Provide input to appropriate supervisors on employee contributions to workgroup efforts. Provide performance and award input to appropriate supervisors.

Monitor, track and report on the workgroup's progress towards meeting established milestones and deadlines. Responsible for ensuring all workgroup members are aware

of and participate in planning for the achievement of goals. Maintain records and report to management on the work accomplishments, processes, and progress of the workgroup.

**DUTY 2:**

**15%**

**Branch Effectiveness** – Advise, plan, and/or review specific problems, programs, and policies and develop new or improved techniques and solutions related to improving effectiveness of Branch programmatic functions. Track, analyze and evaluate the progress and effectiveness of Branch programmatic functions meeting established goals and objectives. Recommend multiyear planning and long-ranged strategies to ensure that Branch programmatic functions support the broad-based environmental goals and measures identified by the Agency. Evaluate and provide recommendations on the Branch's organization, methods, and procedures to improve the Branch administrative support systems such as records, communications, directives, forms, files, and documentation. Prepare and provide briefings for top-level management on the strategic long-term future of the program as well as its current programmatic status, issues and options. Assess the impact on implementation of the programmatic goals of expected changes in Agency policies, guidance, and/or regulations. Following reviews, advise senior management of strategic and programmatic implications. Perform special assignments to further the mission of the Branch programmatic functions. Identify the need for special projects and initiate milestones and goals. Evaluate reports by analyzing facts and performing appropriate research and preparing detailed responses. Determine appropriate recommendations for unresolved or questionable problems and perform follow-up. Research, identify, and recommend appropriate actions or interpretation of issues that impact the Branch, Division, Region or Agency. Prepare briefings for top-level management and provide presentations to support Branch programmatic functions.

**DUTY 3:**

**20%**

**Branch Representative** – Serve as the Branch technical expert representing the Agency with a variety of organizations. Serve and often lead high level internal and external cross-programmatic workgroups and initiatives providing critical guidance and input as they relate to Branch technical issues. Establish, develop, and maintain effective working relationships with high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Disseminate scientific and technical information through oral briefings, written documents, workshops, conferences, seminars and/or public hearings often including concerned citizens from low-income and underserved communities. Serve as regional spokesperson and perform public speaking at meetings and forums with regulated entities and the public. Respond to inquiries from congressional representatives and general public related to Branch technical issues. Coordinate with the Regional Office of External Affairs (OEA) on the development of

press and communications strategies for Branch programmatic activities in the Region which would enhance outreach to citizens. This includes traditional written communications as well as web page content. Meet with key customer and coordinating officials to assess customer satisfaction, explain organizational policy and procedures, and resolve problems that arise. Provide customer guidance and training. Establish and maintain partnerships and work with the private and public sectors, including States, to support the Branch programmatic efforts for maximum environmental benefit. Participate and often lead special and cross-cutting projects and initiatives, to include representing the Branch on national or regional cross-programmatic workgroups addressing the Administrator's priorities, Office National Priorities, and the Region's focus areas.

**DUTY 4:**

**40%**

**Senior Technical Expert** – Advise on the Branch's planning and programmatic requirements. Serve as counselor to other recognized senior technical experts and provide regional expertise through advisory services and policy guidance on complex Branch programmatic issues. Review, analyze and modify plans, programs and implementing policies and guidance developed by state, local, or tribal governments to implement various provisions of state or federal environmental programs. Develop studies, analyze data, and prepare reports regarding state, local and tribal implementation of environmental protection programs. Analyze various options and make recommendations for implementing strategy, objectives and performance measures, sequencing work and determining funding needs for assigned tasks. Such tasks tend to involve highly unstructured and interconnected problems which may involve difficult technology and/or complex human relations or programmatic issues. Assignments include obscure and novel problems that are handled by carrying out either individual projects or major studies. Work includes complicating factors, e.g., the accepted solution of one of them may be in direct conflict to the accepted solution of another. Provide expert advice and assistance to senior scientists, engineers and other officials on a wide range of matters. Responsible for the sustained progress of the development and implementation of the solutions for assignments, in accordance with scope, cost and scheduled baseline, as well as the human health and safety and environmental soundness of the solution.

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**FACTOR LEVEL DESCRIPTIONS**

**Factor 1 - Knowledge Required by the Position**

**Level 1-8 (1550 points)**

Mastery knowledge in a wide range of engineering, physical and/or biological science principles, and methods applicable to varied and complex problems, projects, or studies that include diverse environmental conditions; and varying environmental processes. Problems encountered demand skill sufficient to modify standard practices, adapt precedents, and make significant departures from existing approaches and techniques.

Expert knowledge of applicable environmental laws, regulations, statutes, policies and guidelines sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs.

Specific expert knowledge of the NPDES Permitting and/or Compliance and Enforcement programs or closely related program areas sufficient to advise top-level management on the strategic long-term future of the NPDES Permitting and/or Compliance and Enforcement programs. Such knowledge is required to determine when it is appropriate to go outside of normal practices and procedures given the wide latitude granted to the incumbent in addressing complex and one of a kind issues.

Ability to advise others, inside and outside the Agency, as well as top managers and decision-makers on the need to devise new approaches, standards, and policies, and on developing, communicating, or enhancing Branch programmatic functions involving interaction with the Agency's various stakeholders.

Expert on the interpretation and implementation of technical environmental policy directives and programs as well as reviewing and making recommendations on complex plans and specifications for projects.

Ability to modify standard practices, adapt precedents or establish precedent by applying the latest technical developments to resolve problems for which accepted methods are not directly applicable.

Skill in developing new methods and approaches in planning, integrating, and evaluating the Branch's programmatic functions.

Ability to communicate orally and in writing sufficient to develop policies and procedures related to Branch programmatic functions and prepare briefing papers and presentations for senior management and public forums.

Knowledge of strategic planning and skills sufficient to generate and apply new concepts in planning, conducting, and evaluating proposals for long-range projects and programs. Projects demonstrate an innovative approach to long-standing problems.

## **Factor 2 - Supervisory Controls**

## **Level 2-5 (650 points)**

The supervisor makes assignments in terms of broadly defined missions or functions of the organization.

The incumbent is responsible for significant programs or functions; defines objectives; interprets policies promulgated by authorities senior to the immediate supervisor and determines their effect on program needs; independently plans, designs, schedules, and carries out major programs, projects, studies, or other work. The incumbent typically exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies.

Completed work is reviewed by management officials only for potential influence on broad agency policy and program goals, fulfillment of program objectives, or contribution to advancement of knowledge in field, and is normally accepted without significant change. Recommendations, for new projects or program objectives, are usually evaluated for such consideration as availability of funds and other resources, broad program goals, or national priorities and are normally accepted without significant change.

### **Factor 3 - Guidelines**

### **Level 3-5 (650 points)**

Technical, regulatory and policy guidelines are often broad and non-specific and require extensive interpretation. The incumbent uses judgment, discretion, and ingenuity in determining the intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside the EPA (e.g., technical experts, line managers, contractors in other offices or agencies, State and local governments, or private industry). The incumbent uses resourcefulness and perception based on experienced judgment, to deviate from or extend traditional practices, methods, and techniques or to resolve situations where precedents are not available or not applicable. The incumbent reviews proposed legislation and regulations that would significantly change the basic character of EPA programs or the way the agency conducts business with other agencies or the public or private industry. In addition, the incumbent develops major program guidance for use by others at subordinate echelons in the Region. The incumbent is recognized as an authority in the development and interpretation of guidance and policy on environmental planning and administration.

### **Factor 4 - Complexity**

### **Level 4-5 (325 points)**

As a Regional subject matter expert, the incumbent understands and interprets interrelated program issues that affect long-range program planning, design, and execution. The work includes a wide variety of duties and understanding of many different and unrelated programs (e.g., Branch lead on complex cross-programmatic workgroups and other regional initiatives); intensive analysis and problem-solving (as a recognized expert) in the areas of professional engineering, physical science, or biological science; or resolution of controversial, critical and highly unusual engineering/science problems with potential to harm public health and the environment.

Decisions regarding what needs to be done depend on assessment of very complex, diverse circumstances that involve major areas of uncertainty in approach, methodology, or interpretation resulting from such elements as continuing program changes, technological developments, new or unconventional methods, unique or controversial aspect of environmental protection, or conflicting interests or ideas (as between operational or mission requirements and environmental requirements or between State needs and Federal needs).

The work requires devising new methods and techniques to produce effective results or implement advances in such areas as pollution prevention, resource allocation, risk assessment, strategic planning, or quality assurance; establishing criteria for



administering or evaluating environmental programs; or developing policy guidance and procedural material for use by operating personnel.

**Factor 5 - Scope and Effect**

**Level 5-5 (325 points)**

Work involves working independently on the development and execution of major programs and projects and/or to participate in special initiatives. The work involves determining the soundness of programs and plans; developing and establishing new approaches and methods for use of operating personnel; resolving problems that are critical to accomplishment of important agency objectives; providing authoritative advice and technical assistance to Federal, State, and local environmental protection officials; and/or developing or revising regulations, standards, and processes that affect a large segment of the regulated community.

The work affects the development of major aspects of the Agency's environmental protection programs and policies; the work of State and local officials, top-level managers of the Agency, private industry executives, or other environmental protection groups; important national goals and programs; or the well-being of substantial numbers of people. Interpretations and recommendations directly affect national programs, further development and/or refinement of EPA policy through clarification or revision, and often result in official positions or obligation of substantial program resources.

**Factor 6 – Personal Contacts**

**Level 6-3 (60 points)**

Personal contacts include high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; officials in National, state and local environmental and public action/advocacy groups; academia; and public citizens (often from low-income and underserved communities); and in some cases the media and elected officials. Such contacts may involve telephone or personal contacts, small group meetings and public meetings or presentations.

**Factor 7 – Purpose of Contacts**

**Level 7-3 (120 points)**

The purpose of contacts is to advise on EPA policy related to Branch programmatic functions; advocate EPA positions related to Branch programmatic functions; inform, influence, or persuade persons or groups to accept EPA positions, especially when there is intense opposition or resistance due to philosophical conflict, competing objectives, major resource limitations, etc. The incumbent must be skillful in approaching individuals or groups in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation. Issues to be resolved can be sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals. Contacts usually involve active participation in conferences, meetings, workgroups, or presentations involving problems or issues of considerable consequence or importance to the Branch programmatic functions.

**Factor 8 - Physical Demands****Level 8-1 (5 points)**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving by motor vehicle.

**Factor 9 - Work Environment****Level 9-1 (5 points)**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites.



## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	(b) (6)		This position has no extramural resources management responsibilities.
Position Number		X	Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Engineer		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0819-14		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	(b) (6)	Date	8/14/14
Personnel Specialist's Signature	<i>Kim Clum</i>	Date	9/30/14

### Part 1. Contracts Management Duties

<b>Pre-award:</b> <input type="checkbox"/> Plans Procurements <input type="checkbox"/> Estimates Costs <input type="checkbox"/> Obtains funding commitments <input type="checkbox"/> Prepares procurement requests <input checked="" type="checkbox"/> Writes statements of work <input checked="" type="checkbox"/> Reviews statements of work <input type="checkbox"/> Processes unsolicited proposals <input type="checkbox"/> Responds to pre-award inquiries <input type="checkbox"/> Participates in pre-award conferences <input type="checkbox"/> Conducts technical evaluation of proposals <input type="checkbox"/> Participates in debriefing/protests <input type="checkbox"/> Other (lists)	Monitors management and performance of delivery orders/work assignments after award Defines scope of work for work assignments Approves payment requests of ACH drawdowns Manages cost-reimbursement contracts <input checked="" type="checkbox"/> Reviews invoices <input checked="" type="checkbox"/> Inspects and accepts deliverables <input type="checkbox"/> Other (list)  <b>Close-out:</b> <input type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed <input type="checkbox"/> Reconciles payments with work performance <input type="checkbox"/> Closes-out payments <input type="checkbox"/> Performs cost accounting <input type="checkbox"/> Provides assistance to Contracting Officer in settling claims <input type="checkbox"/> Other (list)
<b>Post-award:</b> <input type="checkbox"/> Prepares delivery orders <input type="checkbox"/> Reviews contractor work plans <input checked="" type="checkbox"/> Reviews contractor progress reports <input type="checkbox"/> Monitors government-furnished property <input type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award	<b>Percentage of Time Spent on Contracts Management</b> <div style="text-align: center; font-size: 2em;">7</div> %

*Continued*



Part 2. Grants/Cooperative Agreements Duties	
<b>Pre-application/Application:</b>	<ul style="list-style-type: none"> <li>Prepares solicitation for proposals</li> <li>Identifies potential grantees for area of program emphasis</li> <li>Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)</li> <li>Provides administrative information to applicants</li> <li>Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant</li> <li>Assists applicant in resolving issues in application</li> <li>For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement</li> <li>Negotiates level of funding</li> <li>Conducts site visits to evaluate program capability</li> <li>Serves as resource to Selection Panel</li> <li>Informes applicants of funding decisions</li> <li>Other (list)</li> </ul>
<b>Award:</b>	<ul style="list-style-type: none"> <li>Prepares funding package, including Decision Memorandum</li> <li>Obtains concurrences/approvals</li> <li>Reviews/concurs in completed document</li> <li>Establishes project file</li> <li>Other (list)</li> </ul>
<b>Project Management/Administration:</b>	<ul style="list-style-type: none"> <li>Monitors recipient's activities and progress</li> <li>Reviews reports and deliverables and notifies recipient of comments</li> <li>Provides technical assistance to recipients</li> </ul>
<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b> <div style="text-align: right;">2 %</div>	
Part 3. Interagency Agreements Duties	
<b>Pre-Agreement:</b>	<ul style="list-style-type: none"> <li>Plans and negotiates work effort</li> <li>Estimates costs</li> <li>Obtains funding commitments</li> <li>Prepares commitment notice</li> <li>Writes or reviews scope of work</li> <li>Responds to pre-agreement inquiries</li> <li>Participates in pre-agreement conferences</li> <li>Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)</li> <li>Negotiates and ensures execution of Superfund State Contracts (Superfund only)</li> <li>Performs technical evaluation of work plan and budget</li> <li>Prepares funding package and obtains necessary concurrences</li> <li>Other (list)</li> </ul>
<b>Project Management/Administration:</b>	<ul style="list-style-type: none"> <li>Reviews progress reports/financial reports</li> </ul>
<b>Percentage of Time Spent on Interagency Agreements Management:</b> <div style="text-align: right;">2 %</div>	



United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

## Position Risk Designation Checklist

AAship/Region: Region 4 Type of Action: Reassignment SF 52 Request No.: WM-14-

Position Title/Series/Grade: Environmental Engineer /GS-0819-14

Full Performance Level (FPL) of Position: GS-14  
(Risk designation is based on FPL)

Functional Title (if applicable): \_\_\_\_\_  
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 14BV04A0013. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

**DIRECTIONS:** Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☐ Yes ☒ No  
What is the name of the incumbent of the above position? \_\_\_\_\_  
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☒ No  
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

**NOTE:** Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- |   |   |
|---|---|
| <input type="checkbox"/> Attorney—Moderate  | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate                     |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate | <input type="checkbox"/> IT Specialist (Internet)—High  |
| <input type="checkbox"/> Contract Project Officer—Moderate                          | <input type="checkbox"/> IT Specialist (Network Services)—High                                |
| <input type="checkbox"/> Contract Specialist—Moderate                               | <input type="checkbox"/> IT Specialist (Operating System)—High                                |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High     | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate                         |
| <input type="checkbox"/> Deputy Division or Division Director—High                  | <input type="checkbox"/> IT Specialist (Security)—High  |
| <input type="checkbox"/> Financial Specialist/Accountant/Budget Analyst—Moderate    | <input type="checkbox"/> IT Specialist (System Administrator)—High                            |
| <input type="checkbox"/> Grants Project Officer—Moderate                            | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate                            |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low                    | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High                |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate               | <input type="checkbox"/> Permit Writer—Moderate   |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate                          | <input type="checkbox"/> Public Affairs Specialist/Community Involvement Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low                         | <input type="checkbox"/> QA Scientist—Moderate  |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate                             | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate                              |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate                        | <input type="checkbox"/> Remedial Project Manager—Moderate                                    |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate                          | <input type="checkbox"/> Site Assessment Manager—Moderate                                     |
| <input type="checkbox"/> HR Specialist (Training)—Low                               | <input type="checkbox"/> Support Services Specialist—Moderate                                 |
| <input type="checkbox"/> Inspector—Moderate   | <input type="checkbox"/> Toxicologist—Moderate  |
| <input type="checkbox"/> IT Specialist (Application Software)—High                  |   |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate                  | <input type="checkbox"/> OIG Employee (all grades, all positions)—High                        |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate                   | <input type="checkbox"/> Other Known High-Risk Position—High                                  |
|   | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High                             |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

**NOTE:** If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.



SF 52 Request #: WM-14-f

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☒ Yes ☐ No (If "Yes," check all that apply.)
- |  |   |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information  |
| <input type="checkbox"/> Proprietary information           | <input checked="" type="checkbox"/> Personally identifiable information (e.g., address)                       |
| <input type="checkbox"/> Audits (e.g., financial reviews)  | <input checked="" type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth)  |
| <input type="checkbox"/> Investigations (e.g., CID)        | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☒ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☒ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☒ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☒ No  
What materials are involved? \_\_\_\_\_
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):  
☐ Yes ☒ No Describe: \_\_\_\_\_
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☒ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☒ No  
What actions? \_\_\_\_\_  
What amount of funding typically? \_\_\_\_\_ What is the ceiling? \_\_\_\_\_
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☒ Yes ☐ No (If "Yes," check all that apply.)
- |  |  |
|--|--|
| <b>Communicates with:</b>  | <b>Communication methods:</b>  |
| <input checked="" type="checkbox"/> EPA personnel  | <input checked="" type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input checked="" type="checkbox"/> Government entities outside of EPA   | <input checked="" type="checkbox"/> Participates in meetings, conferences, or seminars   |
| <input checked="" type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website  |
|  | <input checked="" type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters                           |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☒ No  
What systems/programs are involved? \_\_\_\_\_
14. Directly enforces health regulations and/or protects public safety: ☒ Yes ☐ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☒ No  
(Note: Relates to investigating and auditing, but not simply overseeing.)  
What personnel, programs, and/or activities are involved? \_\_\_\_\_
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☒ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☒ No  
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☒ No  
Describe: \_\_\_\_\_

(b) (6)

Title

Date